

CRIMINAL INTELLIGENCE ANALYST

JOB SUMMARY

The Real-Time Criminal Intelligence Analyst is responsible for providing timely and actionable intelligence to support public safety operations, tactical deployments, and investigative activities. Operating in a fusion center-like environment, the analyst monitors active incidents, analyzes crime trends, and disseminates critical information to internal and external law enforcement personnel in real time.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or higher in Criminal Justice, Criminal Intelligence, or related field with two (2) years' experience as an Analyst.
- Pass a background check
- Pass a psychological examination
- Pass a medical and drug screening

Preferred:

- Experience in Law Enforcement Record Management Systems or Intelligence Databases
- Experience with using social media intelligence platforms
- Experience with data aggregation tools and platforms
- Experience with data visualization software

ESSENTIAL JOB FUNCTIONS

1. Real-Time Monitoring & Surveillance

- Monitor law enforcement dispatch systems and radio communications.
- Track active incidents and critical events citywide.
- Utilize gunshot detection systems, license plate readers, and surveillance platforms to maintain situational awareness.

2. Tactical Intelligence Support

- Provide immediate intelligence on suspects, vehicles, and locations.
- Conduct rapid background checks, warrant searches, and social media analysis.
- Produce officer safety alerts and BOLOs as needed.

3. Data Research & Querying

- Query local, state, and federal databases for relevant intelligence.
- Conduct link analysis to identify relationships between people, places, and events.
- Research real-time crime trends and hotspot activity.

4. Crime Trend Monitoring

- Identify and report short-term crime spikes and patterns.
- Analyze temporal and geographic crime trends to support patrol strategies.

5. Threat & Event Intelligence

- Monitor open-source platforms and classified channels for event-related threats.
- Provide intelligence support for special events, protests, and dignitary protection.

6. Tactical Briefing Preparation

- Prepare intelligence briefings for patrol, command staff, and specialized units.
- Support pre-operational planning for tactical deployments and investigations.

7. Technology & Systems Use

- Operate tools such as ArcGIS, ShotSpotter, Accurint, and OSINT platforms.
- Maintain live dashboards and analytic visualizations
- Monitor city surveillance systems and review digital footage such as Body Worn Camera video when required.

8. Collaboration & Coordination

- Communicate and share intelligence with state and federal agencies, including fusion centers.
- Coordinate with internal specialized units (gangs, narcotics, violent crimes).

9. Documentation & Compliance

- Produce intelligence bulletins and daily activity reports.
- Maintain documentation in compliance with CJIS and 28 CFR Part 23.
- Adhere to ethical standards in information collection and dissemination.

10. Shift Work & Incident Response

- Work irregular shifts, including nights, weekends, and holidays.

- Respond rapidly to evolving critical incidents, including active shooter or barricaded subject events.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of principles, concepts, methods and techniques of crime analysis
- Knowledge of principles of and developments in crime analysis methods, techniques, and data sources.
- Knowledge of the principles of law enforcement administration and crime prevention.
- Knowledge of research methodology, statistical interpretation, and methods of report presentation.
- Knowledge of criminological theory and practices.
- Ability to interpret and analyze crime and other data.
- Ability to operate personal computers and excellent typing skills.
- Ability to work with numbers and to understand statistical concepts.
- Ability to organize, communicate, and present clear, concise and factual oral and written reports and recommendations.
- Ability to extract and analyze criminal activity information, perform complex analytical studies, formulate valid conclusions, and develop recommendations based on those studies.
- Ability to establish and maintain effective working relationships in a structured police environment.
- Knowledge of analytical charting methods, crime mapping and spatial analysis techniques using ESRI products